



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

JUN 27 2006

IMAH-HRD-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #38,
Participation of Civilian Personnel in Army Civilian Taskings

1. REFERENCES.

- a. 10 U.S.C. §1580, Emergency Essential Employees.
- b. DOD Directive 1400.24, Civilian Mobility Program, 20 October 1989.
- c. DOD Directive 1400.31, DOD Civilian Work Force Contingency and Emergency Planning and Execution, 28 April 1995.
- d. DOD Instruction 1400.32, DOD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures, 24 April 1995.
- e. DOD Directive 1404.10, Emergency-Essential (E-E) DOD U.S. Citizen Civilian Employees, 10 April 1992.
- f. AR 690-11, Use and Management of Civilian Personnel in Support of Military Contingency Operations, 26 May 2004.
- g. AR 500-5, Army Mobilization Operations, 7 June 1996.
- j. DA PAM 500-5-1, Individual Augmentation Management, 28 December 2001.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on the use of civilian employees to comply with taskings from the Department of the Army.

3. APPLICABILITY. This policy is applicable to U.S. appropriated and nonappropriated fund civilian employees and all supervisors of civilian employees within the IMA. This memorandum supersedes IMA policy memorandum #38, November 24, 2004.

4. POLICY. The civilian workforce is a critical part of the Army team. The ability of the Army to deploy civilians in support of combat operations in certain circumstances is critical to winning the Global War On Terrorism. Therefore, the Installation Management Agency will:

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a. Ensure dissemination of all civilian opportunities for IMA taskers to all employees in the IMA.

b. Assign volunteering employees to the greatest extent possible to any IMA civilian tasker.

c. Ensure that civilian employees who are designated Emergency Essential Civilians (EECs) because they occupy Emergency Essential Positions (EEPs) should expect to be deployed during a military contingency to ensure the success of combat operations, or for the maintenance and repair of combat essential systems.

d. Ensure that future job announcements in IMA reflect EEP status.

e. Limit to the greatest degree possible situations when the IMA must direct civilian employees to perform in EEPs on an involuntary or unexpected basis.

5. PROCEDURES. Civilian taskings remain open obligations until filled. The Director, IMA establishes the following procedures for support of civilian taskings.

a. The Chief of the IMA Operations (OPS) Center will:

(1) Forward all taskings requiring fill by civilian employees to Human Resource (HR) Civilian Personnel Branch (CPB) for review and identification of eligible employees.

(2) Task IMA regions to request volunteers or direct EEC employees to comply with valid civilian personnel tasking based on HR-CPB recommendations.

b. The Chief, Human Resources Division will:

(1) Identify suitable sources of civilian employees within the Agency for filling a civilian tasking. Recommend appropriate source (e.g. Region, HQIMA) to Operations Central Tasking Office (CTO).

(2) Maintain a website to build a database of volunteers for civilian taskings. The site will list vacancies and allow volunteers to register for voluntary designation as an EEC to fulfill current and future taskings.

(3) Ensure data and position duty requirements for the civilian tasking contain sufficient data to determine the appropriate series and grade designation.

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c. IMA Region Directors will:

(1) Ensure that garrison commanders rigorously, actively, and positively implement this policy. This includes developing methods of inquiry to ensure widest dissemination to obtain volunteers.

(2) Select best qualified employees from volunteers within the Region.

(3) If no volunteers are available, task EEC to comply with tasking.

(4) If no qualified EEC in the Region, direct non-EEC to comply with tasking.

d. Region Human Resources Offices will identify suitable sources of employees within the Region and provide to Region Operations Division.

e. Region Operations Divisions will select appropriate garrisons to actively solicit volunteers. When no volunteers are available, direct a qualified EEC to comply with tasking. When no EEC is qualified, direct a non-EEC to comply with tasking.

f. Garrison Commanders and staff organizations with personnel will:

(1) Ensure the policy and procedures in this memorandum are applied consistently.

(2) Ensure the widest possible distribution of civilian tasking information to obtain qualified volunteers to fill taskings.

(3) Actively seek volunteers using diverse methods to obtain volunteers (e.g. utilize public affairs resources, publish articles in garrison newspapers or use local web sites.)

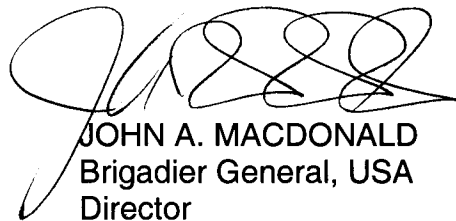
(4) Select employees for civilian taskings from multiple volunteers.

g. Garrison Commanders will ensure that they appropriately fulfill any bargaining obligations generated by this policy, prior to its implementation.

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6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is Civilian Personnel Branch, at commercial (Area Code) 703-602-3319, or at DSN 332-3319.



JOHN A. MACDONALD
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Director